



REQUEST FOR PERMITTING/INSPECTION INFORMATION

IN ORDER TO PROVIDE BETTER SERVICE TO THE PUBLIC, MONROE COUNTY BUILDING PERMIT RECORDS ARE AVAILABLE ON THE INTERNET AT THE FOLLOWING WEBSITE:

www.monroecounty-fl.gov.

From this website, you will be able to access all Monroe County offices, including the **Property Appraiser's Office** and the **Growth Management Division**. For Building Department information: under the Departments/Divisions link, there is a section for Growth Management. Under this section, there is another link for the Building Department. Click on the "**ONE STOP SHOPPING**" link. This site will give you the option of performing a PROPERTY SEARCH, CONTRACTOR SEARCH, PERMIT STATUS and CODE ENFORCEMENT SEARCH. All building permit records from 1989 to present are available on this site along with plan review and inspection details.

If you are unable to access this website or the information you are requesting is prior to 1989, please complete this form and **fax** it to **(305) 852-7103** (Upper Keys), **(305) 289-2515** (Middle Keys) or **(305) 295-3994** (Lower Keys). Depending on the scope of the research, a minimum administrative fee of \$50.00 may be applicable.

NAME _____ PHONE # _____ DATE _____
CELL # _____ FAX# _____ E-MAIL _____

Please indicate specific permit information required:

_____ Status of Permit Application (Plan Review)	_____ Inspection History
_____ Inspection Status or Results	_____ Downstairs Enclosure
_____ Plan Review Comments	_____ Additions
_____ Contractor Status or Licensing Requirements	_____ Fence
_____ U.S. Fish & Wildlife Exemption	_____ Elevation
_____ ROGO Status	_____ Flood Zone
_____ Permitting Requirements	_____ House Plans
_____ Other _____	

PLEASE NOTE: In order to process your request, we will need the following

PERMIT OR APPLICATION # _____

PROPERTY OWNER'S FULL NAME _____

REAL ESTATE NUMBER (PARCEL I.D.) _____

ALTERNATE KEY # _____

LEGAL DESCRIPTION: LT ___ BK ___ SUBDIV _____